



# Washington State Department of Early Learning

## “Kids’ Potential, Our Purpose.”

### 10.1.11 Fire Inspection Policy and Procedure Tip Sheet

When is it effective? April 1, 2009

#### What does it mean to me?

- Prior to granting a child care license to any facility classified as a “center”, that facility **MUST** have an approved fire inspection from the State Fire Marshall’s Office, or, if a school based program, have a fire safety certification signed by the local fire department within the last six months.
  - Centers must have a certificate of occupancy or other approved document that lists the occupancy type as an E (Education) or I (Institution).
  - Prior to requesting a State Fire Marshal fire inspection for a school based program, staff will request the potential provider contact their County Fire Marshal to request a copy of their annual Fire Safety Certification.
  - If a Fire Safety Certification inspection has been completed and signed within the last six months and a copy is available, a State Fire Marshal Inspection is not required.
  - If a Fire Safety Certification cannot be located, or was completed more than six months prior, a State Fire Marshal Inspection must be completed.
- Staff **MUST** confirm there is a valid Certificate of Occupancy (CO) that classifies the facility as an “E” or an “I” occupancy type **PRIOR** to requesting a fire inspection, with the following exceptions:
  - If a facility does not have access to obtaining a CO because their local building authority does not or will not issue one, they may obtain a letter from the local building authority, stating that the building is approved to be used for a child care facility, classifies the occupancy type as an “E” or an “I”, and why they are unable to issue a CO. This must be submitted to the licensor prior to the licensor requesting a fire inspection.
  - Fire Inspection requests will be submitted for all Environmental Change (EC) and Critical Assessment (CA) inspections if the facility is currently occupied and operating regardless of if the facility has an existing CO.

#### What is important to remember?

- Request for Inspection Forms **MUST** be taken directly from The DEL Insider.
- Requests from providers or potential providers **WILL NOT** be accepted.
- Forms lacking information or improperly filled out will not be assigned for inspection.
  - Forms shall be sent electronically **ONLY** to [childcare.firerequest@wsp.wa.gov](mailto:childcare.firerequest@wsp.wa.gov)
  - DO NOT mail or fax this form to the SFMO.
  - The name of the facility shall be the “subject” line of the e-mail.
- Only emailed reports sent from the SFMO Headquarters Office via [childcare.firerequest@wsp.wa.gov](mailto:childcare.firerequest@wsp.wa.gov) are to be considered official. Correspondence, communication and documentation from Deputy State Fire Marshals or from childcare providers to DEL staff outside this process are not considered official and shall not be used for licensing issues.

#### Resources associated with the policy:

10.1.11 Fire Inspection Policy  
10.1.11 Fire Inspection Procedure  
10.9.1.6 Request for Fire inspection form

#### Training expectation:

- Supervisors are responsible for ensuring that all licensing staff have read and understand and follow all new policies as they are distributed.

**If you have  
questions, please  
contact:**

[draftpolicy.feedback  
@del.wa.gov](mailto:draftpolicy.feedback@del.wa.gov)

Remember to include  
the name of the policy in  
the subject line!

“Together, with  
parents and  
partners, we offer  
children world-  
class learning  
opportunities so  
they reach their  
full potential.”